



"Serving Texas Since 1893"

TEXAS ANIMAL HEALTH COMMISSION JOB ANNOUNCEMENT

Position Title: Program Records Specialist

State Classification/Title/Salary Group: 0132 / Customer Service Representative II / A11

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 92Y – Unit Supply Specialist, PS – Personnel Specialist, YN – Yeoman, 0111 – Administrative Specialist, 3A1X1 – Administration or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Monthly Salary: \$2194.33 - \$2550 /month
(Starting salary group commensurate with experience)

Position Location: Central Office, 2105 Kramer Lane, Austin, Texas

Job Posting #: 16-45

FLSA Status: Non-Exempt

Opening Date: July 22, 2016

Closing Date: Open Until Filled

GENERAL DESCRIPTION

The Program Records Specialist reports to the Program Supervisor in the Program Records Department. The Program Records Specialist provides external customer service support and responds to questions and issues permits, as needed, relating to livestock and poultry shipments into the state. This position also serves as back-up for Data Entry and ADT Specialists. This position works under close supervision with minimal latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

- Regulate all incoming certificates on livestock (domestic & exotic) and poultry entering the State via email and electronic Certificates of Veterinary Inspection (eCVI).
- Administers permits, distributes permit information to field personnel, and processes verification of entry permits on livestock and poultry.
- Enters and verifies information entered into SCS and other disease surveillance databases.
- Processes and receives scrapie orders and issues the respective premise ids.
- Assists Animal Disease and Traceability Specialist issue Premise Ids, Lids, and Tags.
- Performs basic filing and archiving of all program records and files.
- Provides assistance in maintaining various disease surveillance programs on the federal core one SCS Database.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from a standard senior high school or equivalent. 1 Year of experience in customer service, clerical or administrative support work. Data entry experience and animal agriculture knowledge is a plus.

Knowledge, Skills and Abilities: Knowledge of office practices and administrative procedures. Knowledge of animal agriculture and the differences between species. Skill in the use of standard office equipment and software. Ability to communicate and interact effectively with members of the public and to respond to inquiries in a timely manner. Ability to understand and interpret agency and state regulations. Ability to prepare, organize and maintain detailed records and files.

IMPORTANT: *The TAHC is an emergency response agency.* This position is subject to participate in rotating duty assignments away from its regular headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and may include duties other than those specified in the standard position description.

APPLICATION PROCEDURES

Completed and signed State of Texas Application for Employment must be received by the closing date, unless the position is posted "until filled." Application forms and instructions are available on our web site at www.tahc.texas.gov, or the web site of the Texas Workforce Commission at www.twc.state.tx.us. Submit fully completed and signed applications to TAHC Human Resources, P.O. Box 12966, Austin, TX 78711-2966 (2105 Kramer Lane, Austin) or email to human.resources@tahc.texas.gov. Phone **800-550-8242, ext.723 or 512-719-0723. *Only interviewed applicants will receive notice of the final disposition of the selection process.***

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711. At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

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